**HPRP PROCEDURES & DOCUMENTATION ASSESSMENT**

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| About this Tool The Homelessness Prevention and Rapid Re-housing Program (HPRP) provides communities with substantial resources for preventing and ending homelessness. HPRP funds can be used to directly assist families and individuals who are homeless or who are at risk and “but for” HPRP assistance would become homeless. Among other things, the March 2009 HPRP Notice and subsequent HUD guidance (published at [www.hudhre.info](http://www.hudhre.info)) set forth minimum procedural and documentation requirements for each household[[1]](#footnote-1) receiving HPRP assistance. This document is designed to provide HPRP providers with a process and tool for assessing and strengthening their compliance with HPRP client procedural and documentation requirements. This tool is intended to:1. Help HPRP providers better understand WHAT specific HPRP client procedures and documentation are HUD-required (and to consider some non-required best practices);
2. Provide a work-flow presentation of WHEN different procedures and documentation are required (case opening, quarterly, annual, and case closing); and
3. Furnish an adaptable tool for HOW providers can formally assess their own compliance with HUD requirements, identify and carry out corrective actions, and better prepare for HPRP program monitoring visits by HUD staff.

Please note that this tool is intended as an assessment model for HPRP *providers*, who are often HPRP sub-grantees, but not as a formal compliance assessment tool for HPRP *grantees*.  |

**INSTRUCTIONS**

As a matter of “best practice,” each HPRP provider may want to complete a self-assessment at least once per year and prior to any scheduled program monitoring by HUD. This tool is adaptable; providers can use it as is, or add their own additional procedural and documentation requirements, if any. Prior to beginning the self-assessment process, the HPRP provider should organize relevant files and documents to help facilitate their review. For instance, this may include:

* HPRP participant application, intake, screening, assessment, and re-assessment materials;
* HPRP grantee-provided agreement and policy and procedure documents;
* HPRP documentation checklists;
* Rent search and reasonableness forms, documents, and checklists;
* Habitability and lead paint assessment forms and procedures; and
* Client files and HMIS records for inspection.

Carefully read each statement and mark with a check mark (“🗸”) to indicate the program’s status. The tool identifies each element as being required (“R”) or optional (“O”). Add any comments and corrective actions needed in the appropriate column. When the self-assessment is complete, review it with program staff/peers and develop an action plan for addressing any areas requiring corrective action.

**HPRP Procedures and Documentation Assessment**

| **Assessment Area** **“R” indicates the activity is HUD-required****“O” indicates the element is optional** | **Yes** | **No / Needs Work** | **Comments/Corrective Action** | **Supporting Documentation** | **Applicable Requirements, Guidance, Templates and Forms**  |
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| **CASE OPENING PHASE: AT OR AROUND THE BEGINNING OF ASSISTANCE** |
| **1. Initial Intake, Screening, and Needs Assessment** |
| ***1.1 Initial Consultation –*** Each HPRP applicant assisted receives an initial consultation and eligibility determination with a case manager or other authorized representative.  **R** | [ ]  | [ ]  |       | Completed application, intake, eligibility screening, assessment, determination, and verification documentation showing that an appropriate assessment has been completed  | *http://www.hudhre.info* under “Find Resources by Topic” has various community-level tools and templates that have been created for eligibility, assessment, and documentation purposes |
| ***1.2 Income Determination and Documentation –*** Each household served with financial assistance and/or housing and stabilization services is determined to be at or below 50% of Area Median Income (AMI) through an income determination process that includes identifying the applicable AMI, documenting income, and calculating household income. Documentation in the household file meets HUD’s Income Eligibility Determination and Documentation Requirements*.* **R** | [ ]  | [ ]  |       | See HUD’s HPRP Eligibility Determination and Documentation Guidance for details regarding documentation requirements and standards | HUD’s HPRP Eligibility Determination and Documentation Guidance at: *http://www.hudhre.info* |
| *1.2.1 Local Income Standards* – If local income standards are more stringent (e.g., 30% AMI) for targeting purposes, the appropriate income level is documented through the above income determination process.  **O** | [ ]  | [ ]  |       |
| *1.2.3 Treatment of Assets –* Treatment of the household’s cash and material assets for HPRP eligibility and targeting is consistent with the treatment of assets policy adopted by the HPRP grantee for sub-grantees within the CoC. **R** | [ ]  | [ ]  |        | HPRP grantee-adopted treatment of assets policy for sub-grantees in the CoC |
| ***1.3 Housing Status Determination and Documentation –*** Each household served with financial assistance and/or housing and stabilization services is determined to be either homeless (for rapid re-housing assistance) or at risk of losing housing (for prevention assistance) through a housing status determination process that includes documentation of the household’s current living situation. Documentation in the household file meets HUD’s HPRP Eligibility Determination and Documentation Guidance. **R** | [ ]  | [ ]  |       | See HUD’s HPRP Eligibility Determination and Documentation Guidance for details regarding documentation requirements and standards |
| *1.3.1 Rapid Re-Housing Documentation* – Appropriate documentation supports that the household (1) is **homeless** (living in an emergency shelter, place not meant for human habitation, hospital or institution for 180 days or fewer, graduating or timing out of transitional housing, or domestic violence situation, and (2) **“but for”** the HPRP assistance received the household would remain literally homeless, meaning the household has not identified appropriate subsequent housing, lacks financial resources to obtain or remain in housing, and lacks support networks to obtain or remain in housing. **R** | [ ]  | [ ]  |       |

| **Assessment Area** **“R” indicates the activity is HUD-required****“O” indicates the element is optional** | **Yes** | **No / Needs Work** | **Comments/Corrective Action** | **Supporting Documentation** | **Applicable Requirements, Guidance, Templates and Forms**  |
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| *1.3.2* *Prevention Documentation* – Appropriate documentation supports that the household both (1) is at **risk of homelessness**, and (2) **“but for”** the HPRP assistance received the household would become literally homeless, meaning the household has not identified appropriate subsequent housing, lacks financial resources to obtain or remain in housing, and lacks support networks to obtain or remain in housing. **R** | [ ]  | [ ]  |       | See HUD’s HPRP Eligibility Determination and Documentation Guidance for details regarding documentation requirements and standards | HUD’s HPRP Eligibility Determination and Documentation Guidance at: *http://www.hudhre.info* |
| *1.3.3 Local Targeting Factors –* If the local community has adopted one or more additional risk factors for targeting of prevention assistance (e.g., eviction within 2 weeks and/or sudden loss of income), staff assess for and document these risk factors. **O** | [ ]  | [ ]  |       |
| ***1.4 Staff Certification of Eligibility for HPRP Assistance –*** Staff and supervisor complete, sign, and date a HUD-required Staff Certification of Eligibility for HPRP Assistance (with HUD logo) for each assisted participant certifying the participant was determined to be eligible under the HPRP criteria prior to receiving assistance and that no conflict of interest exists. **R** | [ ]  | [ ]  |       | Signed and dated Staff Certification of Eligibility for HPRP AssistanceWritten conflict of interest waiver from HUD, if requested | Staff Certification of Eligibility for HPRP Assistance (with HUD logo) at: *http://www.hudhre.info* |
| *1.4.1 Conflicts of Interest –* Agency management regularly carries out a process to review potential conflicts of interest, and ensure that staff does not participate in HPRP decisions that benefit themselves, families, or business ties. (Note: A waiver can be requested in writing from the HUD Field Office as described in the HPRP FAQs.) **R** | [ ]  | [ ]  |       |
| **2. Initial HMIS Client Data Collection** |
| ***2.1 Use of HMIS –*** Data for HPRP-assisted persons are collected and entered into the CoC’s HMIS or other comparable database. **R** | [ ]  |  [ ]  |       | Client HMIS records and privacy consent form (if written consent is required) | HMIS System Administrator’s Guide to HPRP at: *http://www.hudhre.info*  |
| *2.1.1 Victim Service Exception –* In the case of victim service providers, a comparable database is used and no personal identifying information is entered into HMIS. The comparable database meets minimal HUD standards for such databases (i.e., a separate system that meets HMIS requirements). **R** | [ ]  | [ ]  |       |  | HUD’s Guidance on HPRP Subgrantee Data Collection and Reporting for Victim Service Providers at: *http://www.hudhre.info* |
| *2.1.2 Comparable Databases: Other Exceptions* – A comparable database may also be used where: (1) the grantee’s jurisdiction is not within a CoC, (2) the CoC has no HMIS, (3) the grantee or sub-grantee has a legacy system that meets the HMIS Standards and will integrate periodically with HMIS data, or (4) the agency is a legal services provider subject to attorney-client protections against disclosure. The comparable database meets minimal HUD standards for such databases (i.e., a separate system that meets HMIS requirements). **R** | [ ]  | [ ]  |       |  |

| **Assessment Area** **“R” indicates the activity is HUD-required****“O” indicates the element is optional** | **Yes** | **No / Needs Work** | **Comments/Corrective Action** | **Supporting Documentation** | **Applicable Requirements, Guidance, Templates and Forms**  |
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| ***2.2 HMIS Privacy*** – Local client consent procedures (inferred, oral, or written) are followed for each client as required by the HUD HMIS Privacy Standards, local Privacy Policy, and any other applicable law. **R** | [ ]  | [ ]  |       | Client HMIS records and privacy consent form (if written consent is required) | HUD’s Revised Data Standards (July 2009) and HPRP Data Collection Instructions and Templates at: *http://www.hudhre.info* |
| ***2.3 Data Elements Collected at/around Intake –*** The following HMIS client information is collected at or around the time of intake. **R** | [ ]  | [ ]  |       |
| 2.3.1 Program Entry (all clients) **R** | [ ]  | [ ]  |       |
| 2.3.2 Current Name (all clients) **R** | [ ]  | [ ]  |       |
| 2.3.3 Social Security Number (all clients) **R** | [ ]  | [ ]  |       |
| 2.3.4 Date of Birth (all clients) **R** | [ ]  | [ ]  |       |
| 2.3.5 Race (all clients) **R** | [ ]  | [ ]  |       |
| 2.3.6 Ethnicity (all clients) **R** | [ ]  | [ ]  |       |
| 2.3.7 Gender (all clients) **R** | [ ]  | [ ]  |       |
| 2.3.8 Veteran Status (adults only) **R** | [ ]  | [ ]  |       |
| 2.3.9 Disabling Condition (all clients) **R** | [ ]  | [ ]  |       |
| 2.3.10 Residence Prior to Program Entry (adults and unaccompanied youth only) **R** | [ ]  | [ ]  |       |
| 2.3.11 Length of Stay in Previous Place (adults and unaccompanied youth only) **R** | [ ]  | [ ]  |       |
| 2.3.12 Zip Code of Last Permanent Address (adults and unaccompanied youth only) **R** | [ ]  | [ ]  |       |
| 2.3.13 Housing Status (all clients) **R** | [ ]  | [ ]  |       |
| 2.3.14 Non-Cash Benefits (all clients) **R** | [ ]  | [ ]  |       |
| 2.3.15 Income and Sources (all clients) **R** | [ ]  | [ ]  |       |
| 2.3.16 Financial Assistance Provided (all clients) **R** | [ ]  | [ ]  |       |
| 2.3.17 Housing Relocation & Stabilization Services Provided (all clients) **R** | [ ]  | [ ]  |       |
| ***2.4 Client/Community Outcomes –*** Additional data relevant to client and community outcomes measurement are collected at or around the time of intake. **O** | [ ]  | [ ]  |       |
| **3. Initial Housing Plan, Location, and Inspection** |
| ***3.1 Housing Plan –*** Each household receives a housing plan with housing goals clearly identified and action steps aimed at overcoming barriers related to obtaining and/or maintaining housing. **O** | [ ]  | [ ]  |       | Client Housing Plan |  |

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| ***3.2 Housing Search and Placement –*** Each household that needs housing is assisted to locate and secure suitable housing. **O** | [ ]  | [ ]  |       |  |  |
| ***3.3 Rent Reasonableness –*** Rental assistance paid does not exceed the actual rental cost, and the actual rent does not exceed HUD’s standard of “rent reasonableness.” **R** | [ ]  | [ ]  |       | Signed and dated Rent Reasonableness Checklist and Certification, or comparable document | Rent Reasonableness Checklist and Certification model form at: *http://www.hudhre.info* |
| ***3.4 Inspection/Habitability Determination –*** Before HPRP financial assistance is provided for housing, a staff member (1) conducts an onsite inspection of the housing, and (2) determines that the housing meets the habitability standards described in Appendix C of the HPRP Notice. Documentation in the file supports the determination that the housing meets HUD habitability standards. (Note: These standards apply only where household is moving into new housing and HPRP Financial Assistance is provided, but NOT if household is already living in the housing to be assisted and/or HPRP housing relocation and stabilization services only are provided.) **R** | [ ]  | [ ]  |       | Signed and dated HPRP Housing Habitability Standards Inspection Checklist, or comparable document | HPRP Unit Inspection Requirements & HPRP Housing Habitability Standards Inspection Checklist model form both at: *http://www.hudhre.info* |
| *3.4.1 Compliance with Additional State or Local Requirements* – All assisted units also comply with any additional housing code or related requirements, and/or with any more stringent habitability requirements adopted by the HPRP grantee. **R** | [ ]  | [ ]  |       |  |  |
| ***3.5 Lead Based Paint Requirements –*** Before HPRP financial assistance is provided for housing occupied by households with children under 6 and constructed before 1978, a HUD-certified visual assessor conducts an on-site visual assessment to identify any deteriorated lead based paint. Documentation in the file supports that the both the inspection process and the housing itself comply with the Lead Based Paint Poisoning Prevention Act. (Note: These standards apply only when HPRP financial assistance is provided, there is a child under 6 years old or pregnant woman living in the unit, and the unit was constructed before 1978.) **R** | [ ]  | [ ]  |       | *Examples of Documents that May Be Needed:** Proof of children’s age
* Lead screening worksheet
* Lead paint visual assessment certification
* Owner certification
* Clearance report
* Documentation of ongoing maintenance
* Documentation of response to EIBLL child
 | Detailed guidance on the lead-based paint requirements and sample tools are available at: *http://www.hudhre.info* |
| ***3.6 Additional requirements and prohibitions*** – All financial assistance provided to households complies with the following additional requirements and prohibitions: **R** | [ ]  | [ ]  |       |  |  |
| ***3.6.1 Lease Requirement –*** Each program participant receiving rental assistance must have a legally binding, written lease for the rental unit, unless the assistance is solely for rental arrears. The lease must be between the owner and the program participant.  Where the assistance is solely for rental arrears, an oral agreement may be accepted in place of a written lease, if the agreement gives the program participant an enforceable leasehold interest under state law and the agreement and rent owed are sufficiently documented by the owner’s financial records, rent ledgers or canceled checks.  **R** | [ ]  | [ ]  |       | Copy of lease, sub-lease or occupancy agreement naming HPRP recipient |  |

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| ***3.6.2 No Direct Payments to Clients*** *–* All HPRP funds are issued to an appropriate 3rd party, such as the landlord, utility, or moving company, and in NO cases are issued directly HPRP clients. **R** | [ ]  | [ ]  |       | Evidence (e.g., returned checks or receipts) that all payments are to a qualified 3rd party |  |
| ***3.6.3 No Assistance to Grantee-Owned Property*** *–* No rental assistance is paid for property owned by the grantee or sub-grantee (including as a parent, affiliate, or subsidiary). (Note: a waiver can be requested in writing to the HUD CPD Director as described in the HPRP FAQs.) **R** | [ ]  | [ ]  |       | Evidence (e.g., Signed Staff Certification of Eligibility for HPRP Assistance) of no ownership by granteeWritten approval by HUD of conflict of interest waiver |  |
| ***3.6.4 No Paying Costs Covered by Other Federal, State, or Local Programs –***No financial assistance is paid for the same time period and cost types (e.g., security deposit, utilities arrears, or participant rent) as being paid by another federal, state, or local government assistance program. **R** | [ ]  | [ ]  |       | Evidence (e.g., client assessment) that there is no financial assistance being received for the same time period and cost type |  |
| ***3.6.5 Nondiscrimination and Fair Housing Requirements –***No financial assistance or services are provided that in any way violate the nondiscrimination, equal opportunity, or fair housing provisions of the HPRP Notice, and the following activities are provided: **R** | [ ]  | [ ]  |       | *Examples of Documents That May be Needed:** Spanish or other translated materials
* Information for protected groups not otherwise be reached
* Materials for hearing or visually impaired
* Fair housing marketing materials
 | HPRP Notice, available at: *http://www.hudhre.info*  |
| * Ensures access for those of *limited English proficiency* (LEP) **R**
 | [ ]  | [ ]  |       |
| * Communications provided in manner accessible to persons with *hearing, visual, or other communications-related disabilities* **R**
 | [ ]  | [ ]  |       |
| * Ensures procedures for marketing rental assistance and services do not discriminate on the basis of *race, color, religion, sex, age, national origin, familial status, or disability* **R**
 | [ ]  | [ ]  |       |
| * Affirmatively furthers *fair housing opportunities* for persons in protected classes, including race, color, religion, sex, national origin, familial status, or disability **R**
 | [ ]  | [ ]  |       |

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| **4. Other Eligible Activities and Types of Assistance** |
| ***4.1 Rental Assistance****—*No more than a cumulative total of 18 months rental assistance is granted to any household, including any earlier HPRP rental assistance and months of rental arrears. Documentation in the household file supports the need for the amount and duration of assistance granted.  **R** | [ ]  | [ ]  |       | HPRP application, eligibility screening, and assessment materials *(See 1.1 above).*  This includes evidence in the file that staff assessed and determined the appropriate need for, type, amount, and duration of the types of assistance granted. It should be evident from the file that time limits have not been exceeded. Evidence that all payments are to an appropriate 3rd partyHPRP application, eligibility screening, and assessment materials *(See 1.1 above).*  This includes evidence in the file that staff assessed and determined the appropriate need for, type, amount, and duration of the types of assistance granted. It should be evident from the file that time limits have not been exceeded. Evidence that all payments are to an appropriate 3rd party | HPRP Notice, HPRP FAQs, and HPRP Eligibility Determination and Documentation Guidance all available at: *http://www.hudhre.info*HPRP Notice, HPRP FAQs, and HPRP Eligibility Determination and Documentation Guidance all available at: *http://www.hudhre.info* |
| *4.1.1 Rental Arrears—*No more than a cumulative total of 6 months rental arrears are granted to any household, which counts toward the 18-month limit for rental assistance. The months need not be consecutive. Documentation in the household file supports the need for, amount, and duration granted.  **R** | [ ]  | [ ]  |       |
| ***4.2 Security and Utility Deposits****—*Costs for the security deposit (including utility deposit) are paid only when reasonable and appropriate. Documentation in the household file supports the need for and amount granted. (Note: Security and utility deposit payments can assist housing subsidized by another government source, such as HUD-VASH.) **R** | [ ]  | [ ]  |       |
| *4.2.1 Security Deposit Recovery—*Regarding the recovery of security deposits, grantees have discretion to either: (1) recover the security deposit and treat it as program income, or (2) allow the household to keep the deposit and use it toward the next unit. Security deposit recovery for all households is handled in conformity with the approach adopted by the grantee. **R** | [ ]  | [ ]  |       |
| ***4.3 Utility Payments****—*Nomore than a cumulative total of 18 months utility payments are granted to any household, counted separately from rental assistance. Only costs for eligible utilities—heat, electricity, water, sewer, and garbage—are paid. Proof of household’s responsibility to pay is documented in the file. Documentation in the household file supports the need for the type, amount, and duration granted.  **R** | [ ]  | [ ]  |       |
| *4.3.1 Utility Arrears—*No more than a cumulative total of 6 months utility arrears are granted to any household, which counts toward the 18-month limit for utility assistance. The months need not be consecutive. Documentation in the household file supports the need for the amount and duration granted.  **R** | [ ]  | [ ]  |       |
| *4.3.2 Utility Only Assistance—*Utility only assistance is provided only in rare instances when a utility shut off *will result* in the household becoming literally homeless. The following three factors must be confirmed and supported by documentation in the household file: (1) the utility will be disconnected if full or partial payment is not made (and there is no law preventing shut off); (2) the shut off will cause the housing to become unsafe or cause eviction; and (3) no other utility assistance (e.g., LIHEAP) is available to prevent shut off.  **R** | [ ]  | [ ]  |       |
| ***4.4 Moving Costs****—*Moving costs for truck rental, moving company, short-term storage, and related expenses are paid only if reasonable and appropriate. Storage fees are limited to 3 months or until the household is housed, whichever is shorter. Documentation in the household file supports the need for, amount, and duration granted. (Note: where a household is assisted to move, including to a different state, the grantee retains responsibility to make sure all program requirements are met, including rent reasonableness, habitability and lead-based paint inspections, and household re-assessments every 3 months.) **R** | [ ]  | [ ]  |       |
| ***4.5 Hotel/Motel Vouchers****—*No more than a total of 30 days of hotel or motel vouchers are granted to any household. Voucher assistance is granted only in limited instances when: (1) no appropriate shelter beds are available, and (2) a qualified housing unit has been identified but is not yet available for occupancy. Documentation in the household files supports the need for, amount, and duration granted.  **R** | [ ]  | [ ]  |       |
| ***4.6 Housing Relocation and Stabilization Services****—* A cumulative total of no more than 18 months in housing relocation and stabilization services are granted to any household, though this can be measured separately from rental and utility assistance. Only services that aid in housing placement and stability are provided, limited to activities that fall within these categories: case management, outreach and engagement, housing search and placement, legal services, and credit repair. Documentation in the household file supports the need for, amount, and duration granted.  **R** | [ ]  | [ ]  |       |

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| **QUARTERLY PHASE: EVERY 3 MONTHS FOR HOUSEHOLDS RECEIVING HPRP ASSISTANCE BEYOND 3 MONTHS** |
| **5. Quarterly Reassessment and Eligibility** |
| ***5. 1 Quarterly Reassessment******and Eligibility Determination –*** Each household to receive more than 3 months of HPRP assistance is re-evaluated for eligibility and appropriateness of assistance at least once every 3 months. This includes: **R** | [ ]  | [ ]  |       | HPRP re-assessment and re-determination materials |  |
| *5.1.1 Income Eligibility –* Each household re-evaluated remains at or below 50% of AMI. See 1.2 above for further information. **R** | [ ]  | [ ]  |       | *See 1.2 above* | *See 1.2 above* |
| *5.1.2 Housing Status Eligibility –* Each household reevaluated (1) remains either **literally homeless** or at **risk of homelessness** and (2) **“but for”** the HPRP assistance received the household would become or remain literally homeless, meaning the household has not identified appropriate subsequent housing, lacks financial resources to obtain or remain in housing, and lacks support networks to obtain or remain in housing. See 1.3 above for further information and documentation requirements. **R** | [ ]  | [ ]  |       | *See 1.3 above* | *See 1.3 above* |
| ***5.2 Staff Certification of Eligibility for HPRP Assistance –*** If a new staff person conducts the eligibility re-determination, that staff person and supervisor must complete, sign, and date a HUD-required Staff Certification of Eligibility for HPRP Assistance for each assisted household certifying the household was re-determined to be eligible under the HPRP criteria. (Note: the original Staff Certification of Eligibility for HPRP Assistance remains valid if the staff person who conducted the initial eligibility determination also conducts the re-determination.) **R** | [ ]  | [ ]  |       | Signed and dated Staff Certification of Eligibility for HPRP Assistance | *See 1.4 above* |

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| ***5.3 Households No Longer Eligible –*** Assistance is ended at this point for each household determined to be no longer eligible, or if assistance is no longer appropriate. See below for further details. **R** | [ ]  | [ ]  |       | HPRP re-assessment and re-determination materials |  |
| **6. Quarterly HMIS Client Data Collection** |
| ***6.1 HMIS Data Elements Collected Quarterly –*** The following HMIS client information are collected at least once every 3 months for each client receiving more than 3 months of HPRP assistance: **R** | [ ]  | [ ]  |       | *See 2.1 – 2.3 above* | *See 2.1 – 2.3 above* |
| 6.1.1 Financial Assistance Provided (all clients) **R** | [ ]  | [ ]  |       |
| 6.1.2 Housing Relocation & Stabilization Services Provided (all clients) **R** | [ ]  | [ ]  |       |
| **ANNUAL PHASE: ONCE PER YEAR FOR HOUSEHOLDS RECEIVING ASSISTANCE BEYOND 12 MONTHS (WITHIN 18 MONTH LIMIT)***(Please note that the quarterly activities above will also occur at the 12 month point for these households)* |
| **7. Annual HMIS Client Data Collection** |
| ***7.1 HMIS Data Elements Collected Annually –*** In addition to the quarterly HMIS data listed above, the following HMIS client information is collected at least once annually for each household if the time between program entry and exit exceeds 12 months. **R** | [ ]  | [ ]  |       | *See 2.1 – 2.4 above* | *See 2.1 – 2.4 above* |
| 7.1.1 Non-Cash Benefits (all clients) **R** | [ ]  | [ ]  |       |
| 7.1.2 Income and Sources (all clients) **R** | [ ]  | [ ]  |       |
| ***7.2 Client/Community Outcomes –*** Additional data relevant to client and community outcomes measurement are collected annually. **O** | [ ]  | [ ]  |       |
| **8. Annual Housing Inspection Requirements** |
| ***8.1 Annual Habitability Determination –*** (Where HPRP financial assistance is provided and the participant has moved into a housing unit) At least once per year for the term of assistance, a staff member (1) conducts an onsite inspection of the housing and (2) determines that the housing continues to meet the habitability standards described in Appendix C of the HPRP Notice. See 3.4 above for further information and documentation requirements. **R** | [ ]  | [ ]  |       | *See 3.4 above* | *See 3.4 above* |
| ***8.2 Annual Lead-Based Paint Inspection –*** (Where HPRP financial assistance is provided and housing is or will be occupied by a child under 6 and constructed before 1978) At least once per year for the term of the assistance, a HUD-certified Visual Assessor conducts an on-site visual assessment to identify any deteriorated lead paint. See 3.5 above for further information and documentation requirements. **R** | [ ]  | [ ]  |       | *See 3.5 above* | *See 3.5 above* |

| **Assessment Area** **“R” indicates the activity is HUD-required****“O” indicates the element is optional** | **Yes** | **No / Needs Work** | **Comments/Corrective Action** | **Supporting Documentation** | **Applicable Requirements, Guidance, Templates and Forms**  |
| --- | --- | --- | --- | --- | --- |

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| **CLOSING PHASE: SERVICE COMPLETION OR TERMINATION***(Please note that closing may occur before the above quarterly and annual activities)* |
| **9. Service Completion or Termination** |
| ***8.1 Case Closing –*** Documentation supports that HPRP assistance is ended for each household where any of the following has occurred: **R** | [ ]  | [ ]  |       | Documentation showing the date of and reason(s) for service termination  |  |
| *9.1.1 No Longer Eligible for Assistance –* Staff determines the household is no longer eligible for HPRP assistance (i.e., no longer meets the income and housing status requirements). **R** | [ ]  | [ ]  |       | *See 1.2 – 1.3 above* | *See 1.2 – 1.3 above* |
| *9.1.2 No Longer Needs Assistance –* Staff determines the household no longer needs HPRP assistance (i.e., the “but for” test is no longer met – the household’s housing crisis is likely resolved). **R** | [ ]  | [ ]  |       |
| *9.1.3 Times Out of Assistance –* The household has reached the maximum limit of 18 months for HPRP assistance (which need not be consecutive). It includes previous HPRP assistance and any months of back financial or services assistance. **R** | [ ]  | [ ]  |       | Authorizations and/or HMIS records indicating start date(s) and end date(s) of assistance |  |
| ***9.2 Housing Terminations for Program Violations –***Households terminated from housing assistance for program violations, receive formal due process including: (1) written notice with clear reasons for termination, (2) an opportunity for a review of the decision with the change to object before someone other than who made the original decision, and (3) prompt written notice of the final decision. **R** | [ ]  | [ ]  |       | *Examples of Documents that May Be Needed:** Written notice
* Client’s objections
* Written final decision
 | HPRP Notice, available at: *http://www.hudhre.info* |
| **10. HMIS Data Collection at Program Exit** |  |  |  |  |  |
| ***10.1 HMIS Data Elements Collected at Program Exit –*** The following HMIS client information is collected at the time of program exit: **R** | [ ]  | [ ]  |       | *See 2.1 – 2.4 above* | *See 2.1 – 2.4 above* |
| 10.1.1 Non-Cash Benefits (all clients) **R** | [ ]  | [ ]  |       |
| 10.1.2 Housing Status (all clients)  **R** |  |  |  |
| 10.1.3 Income and Sources (all clients) **R** | [ ]  | [ ]  |       |
| 10.1.4 Destination (all clients) **R** | [ ]  | [ ]  |       |
| 10.1.5 Program Exit Date (all clients) **R** | [ ]  | [ ]  |       |
| 10.1.6 Housing Relocation & Stabilization Services (all clients) **R** | [ ]  | [ ]  |       |
| ***10.2 Client/Community Outcomes –*** Additional data relevant to client and community outcomes measurement are collected at case closing. **O** | [ ]  | [ ]  |       |

**Date:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Person(s) completing self-assessment process:**  |  |  |  |
|  |  |  |  |

1. A “household” is defined for HPRP purposes as a single individual or group of persons who together apply to an HPRP-funded program for assistance and together meet the conditions outlined in the HPRP Notice for eligible program participants. For further information, please see HPRP FAQs, Eligible Participants, at http://www.hudhre.info. [↑](#footnote-ref-1)